



JOB DESCRIPTION

Title: **PROGRAMMER/ANALYST**
Department: Information Systems
Class Code: 1824
FLSA Status: Exempt
Effective Date: April 21, 1986 (Rev. 7/01)
Grade Number: 21

GENERAL PURPOSE

Under general supervision from the Information Systems Director, performs complex professional work in systems analysis and programming.

EXAMPLE OF DUTIES

- *-- Competent to work at a very high level of all technical phases of programming, application development, and related duties of a programmer analyst. Works on own most of the time. Works with numerous languages and commands including RPG IV, COBOL, CL, DOS, Windows, UNIX and other related languages as necessary.
- *-- Responsible for the development and maintenance of complex computer programs and applications. Analyzes current methods, clearly defines problems and recommends solutions. Assists in the development of hardware and software specifications.
- *-- Develops and implements computer solutions. Develops computer programs according to defined requirements, tests and debugs programs, provides follow-up and maintenance to insure continuous user satisfaction, develops detailed system and user documentation.
- *-- Researches, examines, evaluates and makes reports and recommendations on complex preprogrammed application programs such as from vendors or other users.
- *-- Works closely with I.S. Director, peers, users, technical support personnel and technical personnel in other organizations. Attends seminars, classes and other technically oriented meetings, works with technical manuals to solve problems and remain current with new skills.
- *-- Works directly on midrange computer systems, personal computers, workstations, and all related peripheral devices. Works with hardware, software and communication protocols necessary to effect necessary communication between various systems and devices.

- *-- Performs problem solving activities on both software and hardware systems. Assists others in defining problems and effecting corrective action to restore desired operating levels.
- *-- Trains users and other peers in use of appropriate application programs and systems.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college or university with a Bachelor's degree in computer science, or a related field and two (2) years of experience in programming or systems design OR any equivalent combination of education and experience.

Special Requirements

- None

Necessary Knowledge, Skills and Abilities

- Proficiency in RPG IV, COBOL, IBM AS400 development tools and utilities and control language; working knowledge of DOS, Windows, and familiarity with UNIX.
- Proficiency in all phases of programming, system analysis and system implementation; knowledge of documentation requirements and skill in technical writing.
- Must have working knowledge of Windows operating systems and AS400 interface.
- Must know client access for AS/400, including how to configure devices, and Windows interfaces.
- Ability to communicate effectively both orally and in writing with both technical and non technical people.
- Ability to design and implement jobs; ability to implement and maintain various modules of systems software, ability to recognize, analyze and solve program and procedural problems.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; mainframe computer system; fax and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to walk.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.